

Monash Health Position Description

Oncology Registrar

Last Updated: June 2019

Position Title:	Oncology Registrar
Classification:	HM25 – HM30
Reports to:	Professor/Director Medical Oncology
Department:	Medical Oncology – Specialty Medicine, Critical Care and Cancer Program

About Monash Health

Monash Health is Victoria's largest public health service. We are proud to provide healthcare to one quarter of Melbourne's population, across the entire life-span from newborn and children, to adults, the elderly, their families and carers.

We improve the health of our community through:

- Prevention and early intervention
- Community-based treatment and rehabilitation
- Highly specialised surgical and medical diagnosis, treatment and monitoring services
- Hospital and community-based mental health services
- Comprehensive sub-acute, aged care and palliative care programs
- Research, education and teaching the next generation of healthcare professionals
- Regional and state-wide specialist services

More than 16,000 staff work at over 40 care locations across south eastern Melbourne, including Monash Medical Centre, Monash Children's Hospital, Moorabbin Hospital, Dandenong Hospital, Casey Hospital, Kingston Centre, Cranbourne Centre, and an extensive network of rehabilitation, aged care, community health and mental health facilities.

Each year:

- We provide more than 3.6 million episodes of care to our community.
- More than 260,000 people are admitted to our hospitals.
- More than 220,000 receive care at our three emergency departments.
- We respond to more than 54,000 ambulance arrivals.
- We perform more than 48,000 surgical procedures.
- We deliver more than 10,000 babies.

As an equal opportunity employer, Monash Health is committed to a fair and non-discriminatory workplace that maximises the talent, potential and contribution of all employees. We are committed to our iCare values of integrity, compassion, accountability, respect and excellence.

Job Summary (Purpose /Key Result areas/Scope)

Purpose

Work as part of a multidisciplinary team to provide safe and effective person centred care, provide teaching and supervision of resident medical staff and students and undertake training towards attaining Fellowship of the relevant college.

Key result Areas

As Registrar of the Unit you will have a significant responsibility and a complex role. You will be required to undertake:

- Patient assessment and management in consultation with the treating consultant
- Patient care coordination across sites
- Involvement in clinical trials
- Intern/HMO support, supervision, feedback and teaching
- Student interaction and teaching
- Family member communication, feedback and liaison
- Extensive interaction with the other health professionals, especially, the nursing and allied health staff
- Self-management (including time management, accessing education and training and completing college requirements)
- Provide clinical leadership to the multidisciplinary treating team
- Demonstrate commitment towards key organisational initiatives
- Demonstrate compliance with all relevant Monash Health Policies and Procedures

Scope

Dimensions	Budget	Equivalent Full Time Staff	Direct reports
	Not Applicable	Not Applicable	Resident Medical Staff of the Unit

Key relationships	Internal	External
	<ul style="list-style-type: none"> • Unit Head • Senior Medical Staff • Other Registrars and HMOs • Nurse Unit Manager and Nursing staff • Allied Health Staff • Monash Doctors Workforce • Monash Doctors Education • Directors of Vocational Training • Monash Innovation and Quality • Director Medical Services • Junior Medical Staff Advisory Committee 	<ul style="list-style-type: none"> • RACP • Peter MacCallum Radiation Oncology – Moorabbin • The Postgraduate Medical Council of Victoria • Other public health services

Work Area

The position is located on the wards and clinic areas at Moorabbin, Dandenong and Clayton and may involve attendance at Berwick (Casey) clinics. Travel between Monash Health sites is required.

Description of the Unit

The Medical Oncology Department strives to provide comprehensive integrated cancer services across Monash Health. There is a 16 bed inpatient unit, overseen by an Oncology Senior Staff member in a hospitalist role; a large cancer day unit at Moorabbin Hospital and a smaller unit at Dandenong Hospital. Daily tumour streamed clinics run at each site. The radiotherapy unit is currently run by Peter MacCallum Cancer Centre, located at Moorabbin.

Registrars rotate through the various campuses (Moorabbin and Dandenong) and have dedicated time to attend the Medical Oncology Department Meeting at the Monash Health Translation Precinct (MHTP), MMC Clayton on a Monday afternoon.

Duties of the Position

Each registrar post will involve a 4 month rotation through the in-patient ward, the Moorabbin CDU/outpatient clinic post and the Dandenong position. The CDUs are supported by a HMO and registrar's duties include supervision of patients attending for chemotherapy, attending to inter-current problems and managing chemotherapy related side effects. The positions also involve attendance at a several tumour site specific clinics. Consultation with patients of other units is required both at Moorabbin and Clayton campuses. The on-call role is largely telephone based, but there is an infrequent need for call back to attend high acuity patients at the Moorabbin campus or occasionally the Emergency Department at Clayton campus. Participation at clinical meetings will include case presentations, journal article reviews and topic presentations Clinical duties are rostered to a total of 43 hours per the award including five hours a week of rostered training time.

Research interest of Unit

Phase 1, 2 and 3 clinical trials in are based at the MHTP, where there are 2-3 dedicated Clinical Trials Fellows. Trainees are required to undertake/continue a clinical project in addition to participating in ongoing clinical trial activities. Participation includes screening patients for trial eligibility, recruiting and monitoring patients on therapy.

In conjunction with Monash University, the Head of Department runs a translational Oncology laboratory, located on Level 7 MHTP building. Several Senior Medical Staff have cross appointments as Fellows within the lab; there are also PhD, Hons and Masters students.

Responsibilities/Accountabilities

Operational / Clinical

As the registrar you are accountable to your Unit Head/consultant for the care all the patients in the unit. It is your responsibility to

- Provide safe and high quality person-centred care for patients under your care
- Ensure coordination of care for patients in your unit
- Ensure timely and clear clinical communication including clinical handover with regards to patients under your care
- Ensure timely escalation of care related issues to your consultant when required
- In your clinical practice demonstrate commitment to quality and safety and Monash Health's "Patient first" initiative.
- In your clinical practice demonstrate commitment towards Monash Health's "Four hours will be ours" initiative

Financial Management

As a registrar you do not have financial or budgetary responsibility but you are required to demonstrate an understanding of how your clinical practice affects the financial performance of the organisation

- In your clinical practice you should show a commitment to ethical and appropriate use of resources
- You must demonstrate a commitment towards Monash Health's "Living within our means" initiative

Human Resources

As a registrar you are required to demonstrate a commitment towards Occupational Health and Safety. You are required to

- Participate and co-operate in consultative processes to improve health and safety
- Observe safe working practices and protect your own and others' health and safety

You are also required to participate in the professional development of resident medical staff

- Provide leadership and support for resident medical staff, appraise their performance in consultation with your Unit Head and ensure that staff receive appropriate performance management, professional training and development opportunities

Self-Management

- Maintain clinical knowledge, skills and attributes appropriate to your practice
- Seek regular feedback on your progress with your clinical supervisor and other members of your team formally and informally. Ensure timely mid and end of term performance appraisals
- Maintain your health and understand its impact on your performance in the role. Seek help early in case of health related concerns.

Person Specification

Qualifications/ Registrations/ Licenses

- A medical qualification (MBBS or equivalent) which is recognised for registration by the Australian Health Practitioner Regulation Agency
- Trainee of relevant Medical college
- Motor vehicle driver licence

Technical Skills/ Knowledge / Experience

- Has the appropriate level of clinical knowledge and skills to undertake the role of Registrar
- Has the appropriate level of relevant clinical experience to undertake the specific role

Capabilities

Professionalism

- Demonstrates all the attributes that accord with the Monash Health values – iCARE (Integrity, Compassion, Accountability, Respect and Excellence)
- Demonstrates a high level commitment to ethical practice
- Understands medico-legal issues associated with clinical care
- Demonstrates a commitment to profession-led regulation
- Demonstrates ability to effectively manage matters of patient safety and quality of care
- Understand the role of the relevant College and the associated expectations of the Registrar role

Scholar/ Teacher

- Demonstrates ability to contribute to the development, dissemination, application, and translation of new medical knowledge and practice
- Facilitates the medical education of patients, families, trainees and other health professionals and the community
- Provides the necessary training and commitment to the supervision, mentoring and assessment of junior medical trainees and students
- Supports basic laboratory, translational, and clinical research, as appropriate to the Department

<p>Health Advocacy</p> <ul style="list-style-type: none"> • Demonstrates ability to advocate for improvements in health care through involvement in relevant professional bodies and forum • Able to respond to individual patient health and educational needs • Promotes the maintenance of good health in colleagues and junior medical staff • Looks after his or her own health and well being • Advocates for improvements in health care
<p>Leadership & Management</p> <ul style="list-style-type: none"> • Demonstrates clinical Leadership with proven ability to exercise sound judgment and provide leadership in professional standards, ethics and a commitment to research and innovation
<p>Teamwork</p> <ul style="list-style-type: none"> • Demonstrated ability to work in collaboration with members of interdisciplinary teams and committees • Capacity to be an effective member of the relevant Department/Program, stimulate constructive debate and support colleagues in the achievement of Department/Program objectives
<p>Communication</p> <ul style="list-style-type: none"> • Able to communicate effectively with team members and colleagues • Able to communicate effectively and appropriately with patients and families, including those of diverse cultural backgrounds • Maintains clinical and administrative documents accurately • Facilitates continuity of patient care through effective communication and handover of relevant information

Monash Health Values

Integrity	Honesty, open and transparent, admit mistakes, maintains confidentiality, fairness, builds trust.
Compassion	Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
Accountability	Understands roles, uses resources wisely, delivers on time, timely decision making, achieves stretch goals, takes responsibility for performance
Respect	Builds relationships, courteous, listens and understands, gives & receives feedback, sensitivity & understanding, values difference & individual worth
Excellence	Supports creativity & innovation, proactive & solution focused, seeks out opportunities, embraces quality improvement, professionalism

Other Position Requirements

- Required to travel between Monash Health sites
- May be required to cover relevant and appropriate positions at other sites
- Is required to comply with all relevant Monash Health policies and procedures
- It is the responsibility of the individual to organise their own transport to and from their rostered sites (and between sites where applicable).

Approved :	Head of Department of Oncology
Date:	June 2019